

Management Information Advisory Task Force  
Issue Groups  
March 25, 1999

***Student Data Base Issues – Bill Carman and Brian Walsh:***

***Changes for the 1999-2000 Reporting Year:***

*The following changes were discussed previously. For details, please refer to the January 1999 MISATFOR Minutes.*

***D.E. 3005 Course Dual Enrollment/Co-enrollment Flag:***

New table values added to identify home schooled, private school and public school students.

***D.E. 3102 – Financial Aid Award Type:***

New table values are added to identify Bright Futures Scholarship types.

***Record Type 2 - Entry Level Test Record:***

The Entry Level Test record is renamed Entry Level/Exit Test (D.E. 1101-1105.)

***D.E. 1101 Entry Level/Exit Test – Score:***

The physical description is increased from 3 to 4 bytes to accommodate reporting of CLAST scores. Code all nines (9999) if entry level/exit test not taken.

***D.E. 1102 Entry Level/Exit Test – Site:***

For CLAST test scores, this element should be reported as 'X'.

***D.E. 1103 Entry Level/Exit Test – Subtest :***

Four new table values are added for reporting CLAST Essay, Language Arts, Reading and Mathematics subtests.

***D.E. 1104 Entry Level/Exit Test – Type:***

Table value and two new edits are added for the CLAST Test.

***Apprenticeship CIP Codes:***

Unique CIP Codes will be developed to identify apprenticeship programs.

***D.E. 1005 First-time Student Flag:***

There was discussion over the proposed critical edit requiring that the FTIC Flag be an 'N' or 'Z' if the Program of Study record is an Adult Program CIP.

***MISATFOR Recommendation:***

Motion to accept the new critical edit.

Motion Carried.

***D.E. 1035 – Students with Verified Disabilities:***

Copies of the recommendations of the Task Force to Review the Needs of Students with Disabilities were distributed. This is a new data element, to be reported in byte 140. A new record layout for Record Type 1 was distributed. PBPB funding will use this element. Bill Carman asked the colleges to send him examples of verified disabilities.

This new data element is in addition to D.E. 1002, Disabled students, which, beginning with the 1999-2000 reporting year, does not have to reflect verified disabilities. D.E. 1002 will be used to report student declared disabilities and used in PBIF funding.

***D.E. 3017 – WAGES Flag:***

The proposal to change the name of this element to WAGES-Displaced Homemaker and add two new table values was tabled until it is determined whether or not these categories will be included in WorkForce Development criteria. Public School definitions include Single Parent, and Single Pregnant Woman. Colleges need to analyze how these elements can be collected. Copies of the Public School definitions were distributed.

***Entry Level Test Data/Readiness for College:***

1997-98 Readiness data provided to the DOE Office of Postsecondary Education Coordination contained numerous incomplete or totally missing entry level test records for some students. This resulted in incomplete information available for the local high schools, which could impact funding. Therefore, the SBCC has developed a new verification report, identifying the missing student information.

The SBCC is also considering changing the approach of matching the data to the DOE Office of Postsecondary Education. The change would require input data from DOE, then match their data to the SDB, as opposed to providing them with raw data which they then attempt to match against their system.

The SBCC is not certain how the College Ready diploma will impact this reporting. Bill Carman will report more at the May meeting.

***D.E. 1105 – Entry Level/Exit Test – Date and***

***D.E. 1101 – Entry Level/Exit Test – Score:***

When reporting the CLAST date information in this record, the first sitting date for the CLAST test should be reported. The score should be the highest score attained.

***D.E. 3020 School-to-Work Indicator: Work-Based Experience:***

The new table values for this indicator were distributed. In addition, corresponding element definitions from the School Districts were also distributed.

***Occupational Completion Points (OCP) of AS Degrees:***

A package containing several OCP documents was distributed. Joan Roddenberry reminded the colleges that these are working documents and several items are pending and/or on intermediate approval status. The following documents were distributed:

- Memo from Joe Stephens;
- 1999-2000 Postsecondary OCPs with Standard Length and OCP points;
- Summary of Major Changes 1999-2000 to Vocational Program Courses Standards;
- PSAV Minimum Basic Skill Grade Levels in Math, Language and Reading;
- Occupational Completion Points of AS Degrees, February 1999;
- Job Skills – Vocational Education –Perkins information;
- College Prep Completion Indicator;
- Reports produced by Jay Pfeiffer;
- AS degree Performances Points by CIP.

***1999-2000 SDB Data Submission Dates:***

Draft SDB Submission Dates were distributed.

***MISATFOR Recommendation:***

Motion to tentatively accept the dates. The SBCC will look at extending the Spring EOT window.

Motion Carried.

The Winter/Spring Beginning of Term data included an Optional Submission Period start date of January 3, 2000 to be offered at the SBCC discretion.

Robert asked the colleges to note that the “Due Dates” now require that the data be loaded by the due date.

***Student Data Base File Record Length:***

All 141 bytes of the SDB record type 1 is now in use. There was discussion about expanding the record length.

***MISATFOR Recommendation:***

Motion to increase the SDB submission record length to 200 bytes beginning in the 2000-2001 reporting year.

Motion Carried.

***Student Data Base Edit Program:***

The SBCC plans to begin conversion of the current Student Data Base COBOL edit program to SAS, with implementation tentatively planned for 2000-2001.

***Performance Based Incentive Funding:***

All Supplemental Placement files were due to the SBCC March 24, 1999. Current earnings and over-earnings reports were distributed.

Unmatched EDWAA reports were sent to the colleges and documentation is due to the Division on March 31, 1999.

***D.E. 2106 – Occupation Completion Point Hours/Reporting of PBPB and WFD program lengths:***

Discussion about how to report the hours students had completed to reach an OCP. Many of these OCPs are not required to be taken in sequence and funding depends on the length of the program.

***MISATFOR Recommendation:***

Motion to use D.E. 2106 for only Advanced Technical Certificates (ATC.) The SBCC will use a table to identify the length of the OCP.

Motion Carried.

Bill Carman will bring a table-like document to identify the number of hours to the next MISATFOR meeting.

***D.E. 1005 – First Time Student Flag:***

The SBCC needs to know when a dual enrolled student goes to college the first time after graduation. In addition, PSAV students need to be identified for IPEDS reporting. After much discussion, these items were tabled. Bill Carman will bring additional information to the May meeting.

***Connie Graunke:***

AAS Articulation: Material related to SB1124 Legislative Charge was distributed and discussed. This information related to articulation agreements and models of transferring AAS degrees to BS degrees. Proposed Amendment to 240.115 was also included.

FACTS/Academic Expert User Group: Recommendations for the FACTS system for Degree Progress and Tracking were distributed and discussed. 4.5 million is in budget appropriation. Colleges should work with John Walker on this project.

Student Financial Aid Database: The RFP for the Student Financial Aid Data Base was distributed and discussed.

This year the house has 30 co-sponsors to support the change in re-takers rule, allowing a college prep course be taken two times before paying full price on the third time. College credit retaking would have an extenuating circumstances rule.

### ***Personnel Data Base Issues – Robert McMullen:***

#### ***New PDB Data Submission Dates:***

Proposed submission dates for the 1999-2000 reporting year were distributed. The SBCC will look at opening all the windows earlier, if possible.

#### ***New Total Salary Verification Reports:***

The following new verification reports, for the 1998-99 Annual Salary and Benefits, will be available with the 4E data submission:

Total Salary by Rank, Gender and Contract Status;  
Total Salary by Rank, Gender and Degree.

The location of the files on NorthWest and the selection criteria were distributed.

The final term reported will determine an employee's contract Status, Rank, or Degree.

#### ***Future Salary and Benefit Reports:***

A list of future verification reports for salary and benefits was distributed. Robert and Steve asked for report ideas to help with verification.

#### ***Recreation and Leisure Courses:***

Reporting of Recreation and Leisure Courses on the PDB was again discussed. The SBCC proposed adding a new element to the Course Schedule record (record type 4) with an element name of the Primary Course Section Classification. The proposed definition was discussed.

#### ***MISATFOR Recommendation:***

Motion to add D.E. 4055, *Primary Course Section Classification*, as suggested, with the following changes: Contract Courses would be coded as table value 'C', and Credit/ Non-credit would be reported as 'S' (for Standard). This change will be effective beginning with the 2000-2001.

Motion Carried.

***Instructor Activity/FTE Report:***

The selection criteria for the verification report where there is instructional activity but the FTE = 0 has been changed to sum the FTE for all activity records. This will eliminate the need to check employees with multiple activity records where one or more may have FTE = 0. The draft Selection Criteria was distributed.

**Annual Personnel Reports Data Base Issues – Robert McMullen**

***New APR Data Submission Dates:***

Proposed submission dates for the 1999-2000 reporting year were distributed.

***MISATFOR Recommendation:***

Motion to accept the Submission Dates as suggested.

Motion Carried.

***APR-PDB Data Element consistency:***

SBCC recommended changes to make reporting between the PDB and APR consistent. Comparisons between the two data bases were distributed.

***MISATFOR Recommendation:***

Motion to accept the changes as suggested.

Motion Carried.

***Integrated Data Base – Robert McMullen:***

***Integrated Edit:***

The Division will add an integrated verification report that will list the courses/sections in the Student Data Base which have no match in the Personnel Data Base. Some colleges were reporting combined labs and classes on the SDB but as separate on the PDB because the class and lab had different instructors. If colleges are not using the 'C' suffix to report the Combined Class/Labs on the SDB, then there is no reliable way to account for the possibility of difference between the two data bases.

***Contact Hrs. Taught by Regular Full-Time Instructors:***

A draft report of all colleges and contact hours taught by regular full-time instructors was distributed. Colleges should review the data and report back to Robert.

***Student Headcount for Distance Learning Courses:***

Draft reports of the Fall 1997-98 and 1998-99 student headcount for Distance Learning Courses was distributed. This data will be used by the Distance Learning Consortium. The next version of this report will have the type of distance learning.

***Room/Space Utilization:***

Room and Space Utilization reports for all Community Colleges were distributed. In addition, the detail Room Utilization by Day by Hour reports for all colleges were also distributed.

***Headcount, Hours and Ratios by FT/PT Faculty:***

Draft reports displaying FT/PT Faculty Headcount, Hours (SSH/CHE), and Ratios for the Fall 1998-99 were distributed. Reports include the following:

- Headcount by Program Area(A&P, PV, PSAV, etc.);
- Position FTE by Program Area;
- Class Hours by Program Area (number of hours the class meets, ex 3hrs);
- Student Hours (SSH/CHE) by Program Area (number of class hours times the number of students, ex. MGF1113 3 hrs \* 20 students would result in 60 counted);
- Ratio Class Hours to Headcount;
- Ratio Student Hours to Headcount;
- Ratio Class Hours/Position FTE;
- Ratio Student Hours/Position FTE;

These reports were produced for the following instructor types:

- Full-time Regular Faculty;
- Full-time Regular Non-Instructional;
- Full-time Temporary Faculty;
- Full-time Temporary Non-Instructional;
- Part-time Regular Faculty;
- Part-time Temporary Faculty.

This report will be modified for the Winter/Spring 98-99 term to show the hours per week/hdcnt. The selection criteria for these reports was distributed at the January MISATFOR meeting.

These reports will probably be used next year in the funding formula.

## Management Information Advisory Task Force March 26, 1999

### ***Minutes – Brian Walsh:***

Minutes from the January 21-22, 1999 meeting were approved as written.

### ***Year 2000 – Preston Howard:***

Preston distributed a copy of Governor Bush's Team Florida 2000, the Governor's initiative responding to Y2K. Community Colleges may have an opportunity to assist local efforts through grants. An update of the Status of Florida Community College System Y2K was distributed.

### ***OPPAGA – Preston Howard:***

Preston distributed copies of the Dept. of Labor Performance Measures, a good example of OPPAGA Best Practices Model. The Dept. of Labor has been using Performance Based Program Budgeting for a few years.

The SBCC has argued that the administrative performance measures could have a direct impact on the existing PBPB. In addition, there was discussion comparing this reporting to the existing measures required to pass SACS accreditation.

### ***MISATFOR Recommendation:***

Motion to request Howard Campbell and Preston Howard do a presentation on this issue to the Presidents at their next counsel meeting. Included in their presentation should be information on existing Performance Measures and related SAC's criteria and accreditation processes.

Motion Carried.

### ***Budget Request/ Legislative Issues – Ed Cisek:***

The current Legislative Budget Workpapers were distributed and discussed. These numbers do not reflect WorkForce changes. In addition, Ed distributed the Legislative Budget Request 1999-2000 Comparisons. This year there is an adjustment for retirement savings, created by a retirement surplus. The work papers are treating the decrease in cost as an increase in revenue. This information had been distributed to Business Officers previously.

### ***WorkForce Development – Lanny Larson:***

A draft of the proposed WorkForce Development Funding was distributed. Dr. Larson reminded the group of the following:

- If completers are missed this year, the completion can be reported in the following year.
- Occupational Completion Points will start next year.

- PSV College Credit Certificate Completion will generate ½ of the value of AS completions. Placements will generate the same as A.S. degrees.
- Special Designated Students will generate three times the dollars as a regular student. Designated Students - the base cohort is pulled from the Student Data Base and matched to TANF; AFDC; JTPA Title II and EDWAA; and WAGES students. Disabled, LEP, and Pell Grant Financial Aid information is taken from the Student Data Base. Financial Aid Information will only be used for AS degrees.
- Currently, WorkForce does not allow local supplemental placements.
- According to Dr. Larson, transfer courses from school districts or other institutions can be used to meet OCPs.

There was discussion about what grade is considered a ‘successful completion.’ This has not been defined.

***Statewide Student Advising System – John Walker:***

Next week hardware will be shipped to Pasco-Hernando CC and Polk CC. Within 2 weeks, all colleges from the Unisys consortium should be up and running. Tallahassee Community College and Manatee Community College should follow shortly.

FIRN is switching out circuits and this process may cause some Internet outages by the colleges. One example of a related outage is Broward Community College.

John Walker can be reached at [JWALKER@megabits.net](mailto:JWALKER@megabits.net)

***Work Force Development – Bill Carman:***

Detail information related to WorkForce was distributed. Questions should be sent to Bill Carman or Joan Roddenberry at SBCC.

***Facilities Data Base – Robert McMullen:***

Current discussions about facilities relate to how to calculate Gross Square Footage. A subcommittee from the Council of Business Affairs is looking at the Facilities Data Base and this definition.

***FTE – Robert McMullen:***

The Enrollment Estimating Conference accepted the FTE Estimates generated by the SBCC and Community Colleges.

FTE continues to be an important issue because of Capital Outlay FTE projections.

The new FTE reports were well received by the colleges. Robert agreed to modify the FTE reports to show totals of dual enroll and college repeats FTE by term.

The SBCC plans to produce new FTE reports selection criteria for the Reports Workshop.

***Multiple User ID’s – Robert McMullen:***

Colleges will soon be able to request additional User ID's for the Northwest Regional Data Center.

***IPEDS - Bill Carman and Judith Thompson:***

Information about the new IPEDS reporting requirements was distributed. As of the year 2000, IPEDS will be collected on IPED's World Wide Web page.

Information on a new IPEDS report, Student Financial Aid report, will be sent soon to the Colleges. Any concerns or questions regarding this report should be directed to Judith Thompson at the SBCC. IPEDS will contact the College President directly on Financial Aid information. Included will be an access code and password, so data may be entered.

One major change in the year 2000 IPEDS reporting is the reporting of ethnicity. Colleges may be required to report up to 81 combinations of race/ethnicity codes. Colleges may need to modify their student application and enrollment form to collect the data. In addition, this reporting change will impact local computer systems.

***Old Business/New Business – Howard Campbell:***

**Web Page**

Revisions are being made to the SBCC Web Page. There will be 12 major areas. New Trustee information is now on the web page. The SBCC Web page address is [www.dcc.firn.edu](http://www.dcc.firn.edu).

**Reports Workshop**

Draft Reports Workshop information was distributed. The workshop will be held June 27 – 30 at the Tradewinds Hotel in St. Pete Beach. A number of suggestions were discussed. The following new topics will be included:

- a. Facilities information – Loyce Sulkes from the Office of Education Facilities will be at the workshop to conduct training on Facilities Surveys, so Workshop information should be shared with the College Facilities officer.
- b. The Chief Information Officer (CIO) meeting will be included. Included in the discussions will be data processing “out-sourcing” of d.p. functions.
- c. Some colleges also suggested the Network Managers meet and discuss local horror stories.

Colleges should let Howard know if any changes to the program are desired.

**Next Meeting**

The next MISATFOR will be held May 20-21 in Orlando.

Minutes submitted by Jeanette C. Humphrey  
Polk Community College  
MISATFOR Vice-Chair